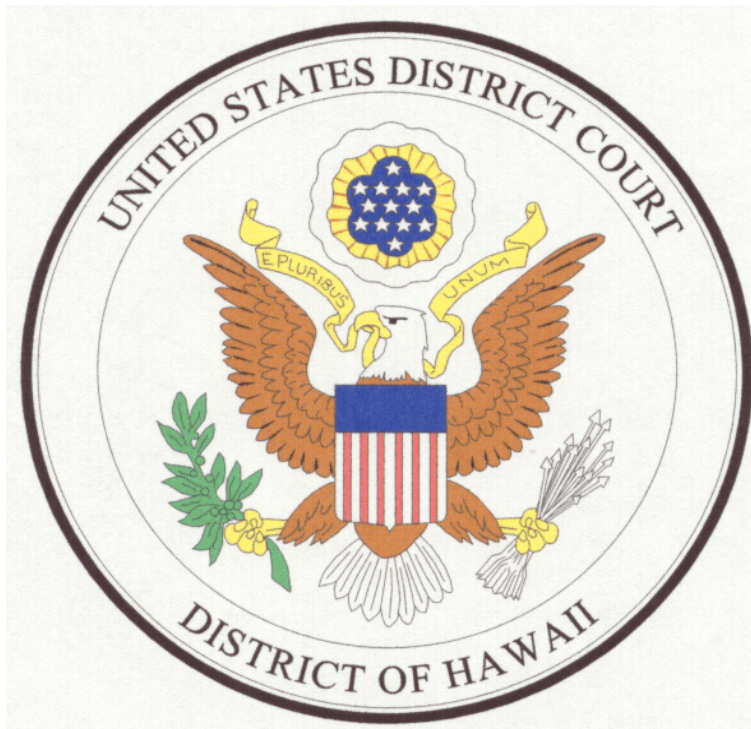


# US DISTRICT COURT DISTRICT OF HAWAII CM/ECF Guide



Sept 2010

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## GETTING STARTED WITH CM/ECF

Welcome! The District Court for the District of Hawaii permits Registered Participants to file documents with the court over the Internet. This on-line user manual contains procedures and technical guidance that should make the transition to electronic filing go smoothly. The policies and procedures referenced govern electronic filing in this district but may be changed by a judicial officer if deemed necessary.

Electronic submission of a document through the ECF (Electronic Case Filing) System constitutes the filing of a document for all purposes pursuant to the Federal Rules of Civil and Criminal Procedure and the Local Rules of this court. This constitutes an entry of the document on the docket kept by the clerk under Fed.R.Civ.P. 58 and 79.1.

Upon filing of a document, an entry is created on the court's docket by the filing party. The clerk's office will, when necessary and appropriate, modify the docket entry description to comply with the court's quality control standards. A modification notation will be made in the docket text.

Although parties can file documents electronically 24 hours a day and seven days a week, attorneys are strongly encouraged to file all documents between 8am and 5pm, Hawaii Standard Time.

Filing a document electronically does not alter filing deadlines.

### **Registering for CM/ECF**

All parties who wish to file documents and/or receive documents electronically must complete the CM/ECF registration form (found on the court's website) and return the form to the clerk's office. Those wishing to file documents must attend court sponsored training or demonstrate that they have received training from another federal judicial district. If a party has received training in another federal district, they must read and abide by all orders, rules, and administrative procedures governing the use of logins and passwords and the electronic filing of documents in the CM/ECF system of the United States District Court for the District of Hawaii.

### **Registering for PACER**

**Public Access to Court Electronic Records (PACER)** is an electronic public access service that allows users to obtain case and docket information from Federal Appellate, District and Bankruptcy courts from the U.S. Party/Case Index. PACER is a service of the United States Judiciary. The PACER Service Center is run by the Administrative Office of the U.S. Courts. Parties using PACER will incur an \$0.08 per page charge, but will not be charged until the user accrues more than \$10.00 worth of charges in a calendar year. Also the maximum amount a user will be charged per document is \$2.40. To register for a PACER account please go to <http://pacer.psc.uscourts.gov>.

# TECHNICAL REQUIREMENTS FOR CM/ECF

Listed below are some of the technical requirements needed for CM/ECF. If you or your IT staff need more assistance please call (808) 541-1890.

## Hardware and Software Requirements

Filing documents into CM/ECF system will require the following hardware and software:

- A personal computer running a standard platform such as Windows or Macintosh
- Word Processing software
- PDF (Portable Document Format) conversion software such as Adobe Acrobat
- Internet connection
- E-mail account
- Internet browser such as Netscape Navigator or Internet Explorer
- Court assigned CM/ECF login and password
- Scanner - this may be necessary to image and convert paper documents to electronic PDF format

Accessing documents through PACER will require:

- A personal computer running a standard platform such as Windows or Macintosh
- Internet connection
- Internet browser such as Netscape Navigator or Internet Explorer
- Adobe Acrobat Reader 4.0 or higher
- PACER assigned login and password

## **File Size and Limits**

ECF will reject any individual file 5 megabytes or larger. Documents created with a word processing software and then “converted” to PDF can be up to 1,000 pages before reaching the 5 megabyte limit. Scanning documents can be problematic since scanning creates a much larger file size. A document that is scanned may only be 50 - 80 pages before reaching the 5 megabyte limit. Consult the scanner documentation or manufacturer’s website or help desk for assistance using your scanner. The court’s IT department will not have information regarding individual scanners.

There are a few ways to check the size of a document before filing:

- Using Adobe Acrobat Reader, open the file and a document summary is provided. One of the characteristics listed is file size. To open the Document Summary dialogue box, simply (when in the document), click FILE>DOCUMENT PROPERTIES>SUMMARY (or hold the control key and the d key down)
- Using Windows Explorer highlight the file name, right click on the file name and select “Properties” - this will open the Document Summary dialogue box

File sizes may be listed in kilobytes (KB) or megabytes (MB) - 1000 KB = 1 MB.

## **Scanning**

When using a scanner to generate an electronic file, a few guidelines should be used:

- Maximum resolution on scanners should be set no greater than 300 dpi (dots per inch)
- Images should be scanned in black and white only
- Do not scan using OCR. For filing purposes only an image of the document is needed
- Scanned images should be converted to PDF before filing

## **Creating and Viewing PDF Documents**

All pleadings must be filed in portable document format (PDF). Users must have access to software that will allow them to both view and convert word processor documents to PDF. When selecting the PDF document for filing using the ECF system, users should preview the document for correctness and size of document.

To create a document to a PDF format, use software such as Adobe Acrobat (full package) or FinePrint pdfFactory. The following instructions are for use with Adobe Acrobat or FinePrint and any word processing software:

- Open word processing document to be converted
- Select the ***print*** option (generally found in the File Menu) and in the dialogue box select the option to ***change current printer***. A drop down box with a list of printers is displayed
- Select your PDF writer
- Choose the ***print*** button. The file will not actually print, the option to save the file as a PDF formatted file will appear
- Name the file and save as a ***.pdf file*** type

When creating a PDF document avoid using special characters. Typically these are bullets, check boxes and the “section” symbol (i.e. •, ☐ and §). PDFWriter does not always know what to do with these when converting a document. When special characters are converted, the file size of the PDF document increases substantially. Also, do not use tables within a document.

To view a PDF file using Adobe Acrobat:

- Start the Adobe Acrobat program
- Go to File menu and choose Open
- Locate the file to be viewed, click on open and Adobe will load the file and display it on the screen
- Many times, by double clicking on a document, Adobe will open the document automatically. If you use other software, see instructions for details

# NOTICE OF ELECTRONIC FILING (NEF)

## E-Mail Notification of Filing

After a pleading is electronically filed, the ECF system sends a Notice of Electronic Filing (NEF) to each attorney registered with the court. The NEF provides confirmation that ECF has recorded the transaction and that the pleading is now an official court document.

The Notice of Electronic Filing DOES NOT replace the Certificate of Service (*see Procedural Order*). In accordance with Fed.R.Civ.P.6(e) and Fed.R.Crim.P.45(c), service by electronic means is treated the same as service by mail for the purposes of adding three (3) days to the prescribed period to respond. The NEF displays:

- Date and time of transaction
- Name of Attorney who filed the document
- Docket text and docket entry number assigned
- Names and e-mail addresses of attorneys who were served electronically
- Names and addresses of those who require service by other means

The NEF also provides a link back to the document image.

Individuals who receive electronic notification of a filing are permitted one “free look” at the document by clicking ONCE on the associated hyperlinked document number embedded in the NEF. The filer is also allowed one free look at the document to verify it was properly docketed. The “free look” expires after 15 days. *Double clicking on the document number will negate the free look and PACER charges will apply.*

## Options for Receiving the NEF

There are two options for receiving your Notice of Electronic Filing via e-mail. These are:

- Send a Notice for Each Filing. Each document filed creates a Notice of Electronic Filing. Each NEF is sent as a separate e-mail to the recipient immediately after the filing of a pleading
- Send a Daily Summary Report. One e-mail is sent to the recipient list all links to documents filed the past 24 hours. The e-mail is generated and sent at midnight

To choose the method of receiving the NEF, in CM/ECF, go to UTILITIES, select MAINTAIN YOUR ACCOUNT, click on E-MAIL INFORMATION.

You can choose one option for the primary e-mail address and another option for additional e-mail addresses.

If the primary e-mail address is blank, the NEF will not be sent to the additional e-mail addresses.

## **Printing and Saving the NEF**

You may save the Notice of Electronic Filing receipt at the conclusion of your filing transaction by printing it as a PDF document. Do not use the “Save As” under the File Menu, the page is in a webpage format and will not be viewable later.

To save the NEF as a PDF document :

- Click on “FILE” menu and select “PRINT”
- Select Adobe or other PDF writer option from the printer drop-down menu
- Once the PDF writer is selected as the printer, click “OK” or “PRINT”
- Choose location to save your PDF file
- Name the file and “SAVE”



# General Information

## Signatures

The electronic filing of any document by a Registered Participant shall constitute the signature of that person for all purposes provided in the Federal Rules. Pleadings should indicate the signature of a party by inserting a “/s/” followed by the attorney’s name and place it in the document where the original signature would be utilized in a conventional document. The format should look like:

/s/ Jane Attorney

***Please do not affix a digital signature.***

## Exhibits to Electronically Filed Documents

Each exhibit referenced in a pleading, motion, brief or other electronic filing shall be submitted as a separate ECF attachment to the main document, regardless of the size of the file containing the exhibit. ***The filer must label each exhibit clearly when attaching in ECF.***

For example, you may be filing a one page motion, with exhibits A (two pages) and B (12 pages). Although the total size of the documents will probably be less than the five megabyte limit, the pleadings must be filed as:

Motion	(main document)
Exhibit A (with more description of document)	(first attachment)
Exhibit B (with more description of document)	(second attachment)

A party may conventionally file exhibits that are not available in electronic format (e.g. videotapes, maps etc). The clerk’s office will note on the docket receipt of the exhibits in a text-only entry. Please call the court if you have any questions before filing a document with attachments.

## Submission of Proposed Orders

All orders should be submitted in a WordPerfect compatible format and e-mailed to the assigned judge’s chambers. ***Proposed orders are not to be submitted through CM/ECF.*** When sending an order to the court, the e-mail subject line should include the case number, related document number and short title (e.g. CV05-362 Doc #5 Motion to Compel). Orders should not contain a signature line for the judge’s signature, the signature will be affixed by the judge.

## E-mail Addresses for Order Submission

Email addresses for each chambers are listed below:

Judge David A. Ezra	ezra_orders@hid.uscourts.gov
Judge Helen Gillmor	gillmor_orders@hid.uscourts.gov
Judge Susan Oki Mollway	mollway_orders@hid.uscourts.gov
Judge J. Michael Seabright	seabright_orders@hid.uscourts.gov
Judge Samuel P. King	king_orders@hid.uscourts.gov
Judge Alan C. Kay	kay_orders@hid.uscourts.gov
Judge Barry M. Kurren	kurren_orders@hid.uscourts.gov
Judge Leslie E. Kobayashi	kobayashi_orders@hid.uscourts.gov
Judge Kevin S. C. Chang	chang_orders@hid.uscourts.gov
Visiting Judges	visit_orders@hid.uscourts.gov

## Documents Filed in Error

Any time during the docketing procedure you may stop and make corrections to your electronic filing by using the “Back” Button on your browser. The point of no return is after you have clicked on the “**Submit**” button. Once that is done, you have filed the document. Common errors are:

- Incorrect PDF attached to docket entry
- Selected wrong event type from the menu
- Filed document to incorrect case

If you find you have filed a document in error, please call the clerk’s office at (808)541-1890. The clerk’s staff will review your submission and take the necessary steps to correct the problem. The clerk may enter a “Notice of Corrective Entry” which will go out to all parties and list any corrections that may need to be made.

## Courtesy Copies

Two courtesy copies of documents filed electronically must be delivered (or postmarked) to the court by the next business day. However the following documents **DO NOT** require courtesy copies to be filed with the court:

- ➔ Amended Claim
- ➔ Amended Complaint (One copy only)
- ➔ Answers
- ➔ Appearance of Counsel
- ➔ Certificate of Service
- ➔ Counterclaim
- ➔ Crossclaim
- ➔ Designation of Expert Witness
- ➔ Disclosures
- ➔ Entry of Default
- ➔ Initial Disclosures
- ➔ Naming of Expert Witness (unless trial is within 30 days)
- ➔ Notice of Disclosure
- ➔ Return of Service

# Available Reports

## Reports Option

The Reports Option in ECF provides the user with several report choices. After clicking the Reports hyperlink from the menu bar, ECF will prompt you to login to PACER. Once you are logged in to PACER, you can choose from the following reports:

- Docket Sheet
- Civil Cases
- Judgment Index
- Criminal Cases
- Docket Activity
- Written Opinions

### Docket Sheet

Click the Docket Sheet hyperlink and log into PACER. The Docket Sheet report query window will appear. At this point you can enter the case number you would like a docket sheet on and then click “Run the Report”. A docket sheet will appear and you can print or view documents on line (*remember you are being charged \$.08 per page once you log into PACER*).

### Civil Cases

The Civil Cases report provides you with the flexibility to query the ECF database to locate cases filed within a specific date range, by Nature of Suit, Cause Code as well as other criteria. When you click on the Civil Cases hyperlink, PACER displays a query screen which allows you to choose the criteria you wish to search by. Enter the criteria and click “Run Report”, you will get a listing of cases that fit the criteria entered.

### Judgment Index

The Judgment Index report will allow you to search the ECF system for judgments entered during a date range, against a specific party or in a specific case. When you click the Judgment Index hyperlink, PACER displays a query screen which allows you to choose the criteria you wish to search by. Enter the criteria and click “Run Report”, you will get a listing of cases that fit the criteria entered.

### Written Opinion Index (*free report*)

The Written Opinion Index provides you with a list of orders the judges have deemed as “important” for attorneys to view and is provided at no cost. Click on “Run Report” and then click on the link to the order and read the order.

### Criminal Cases

The Criminal Cases report provides similar query options as the Civil Cases report. You can query the ECF database to locate cases filed within a specific date range, or status of defendant, such as terminated, pending or fugitive. Enter the criteria, click on “Run Report” and you will get a listing of case that fit the criteria entered.

Most reports in CM/ECF work the same, enter your search criteria, submit the report and you will get a listing of cases matching that criteria.

### Transaction Log

Another report you may find helpful is the Transaction Log. You can use this feature to verify that no unauthorized individuals have entered transactions using your login and password. You can also verify that all transactions you entered are reflected in ECF.

From the Utilities screen, click on View Your Transaction Log under Your Account. ECF displays a screen that prompts you to enter a Date Selection Criteria for a Transaction Log Report. Enter a date range and ECF will display a report of all your transactions in ECF that fit within the date range you entered.

## SUPPORT FOR CM/ECF

The information contained in this user's manual is only current as of the printing date. The court's website ([www.hid.uscourts.gov](http://www.hid.uscourts.gov)) is the first place to check for assistance. The website will contain the most up to date information about changes to the Electronic Filing System, any planned outages or problems that may be occurring. There will also be helpful hints and training aids that may assist those new to Electronic Filing.

### Support Phone Numbers

Type of Help Sought	Telephone Number
For generic questions about CM/ECF such as how to create PDF documents, electronic filing or hardware issues, please call the PACER Service Center. Hours are 8:00am to 5:00pm CST Monday through Friday.	800-676-6856 210-301-6440
For questions regarding procedural issues, local rules or any problem the PACER Service Center cannot help you with, please call the clerk's office. Hours are 8:00 am to 5:00 pm, Monday through Friday	808-541-1890

## **CIVIL EVENTS LIST**

### **Initial Pleadings and Service**

#### **Complaints and Other Initiating Documents**

Amended Complaint  
Amended Counterclaim  
Amended Crossclaim  
Application for Stay of Execution  
Bankruptcy Appeal  
Case Transferred In - District Transfer  
Case Transferred In - Divisional Transfer  
Complaint  
Counterclaim  
Crossclaim  
Forth Party Complaint  
Intervenor Complaint  
Motion to Vacate/Set Aside/Correct Sentence (2255)  
Notice of Condemnation  
Notice of Removal  
Notice to Take Foreign Deposition  
Petition for Writ of Habeas Corpus  
Petition to Enforce IRS Sumons  
Petition to Perpetuate Testimony  
Registration of Foreign Judgment  
Third Party Complaint  
Withdraw Reference

#### **Service of Process**

Acknowledgment of Service  
Affidavit of Service  
Certificate of Service  
Request for Waiver of Service  
Return of Service on Subpoena  
Service by Publication  
Summons Returned Executed  
Summons Returned Executed as to USA  
Summons Returned Unexecuted  
Waiver of Service Executed  
Waiver of Service Unexecuted

#### **Other Answers**

Amended Answer to Complaint  
Answer to Complaint (Notice of Removal)  
Answer to Writ of Garnishment  
Claim  
Objection to Report and Recommendations  
Withdrawal of Claim

### **Other Filings**

## **ADR Documents**

Objection to Report of Arbitrator/Mediator  
Request for Trial De Novo

## **Notices**

Notice (Other)  
Notice of Acceptance with Offer of Judgment  
Notice of Appearance  
Notice of Change of Address  
Notice of Dismissal  
Notice of Filing Bankruptcy  
Notice of Lis Pendens

## **Trial Documents**

Designation of Transcripts  
Exhibit  
Exhibit List  
Expert Witness Disclosure  
Non Expert Witness Disclosure  
Proposed Findings of Fact  
Proposed Jury Instructions  
Proposed Voir Dire  
Special Verdict Form  
Trial Brief  
Witness List

## **Appeal Documents**

*(If you are filing on a 9<sup>th</sup> Circuit Case, do not file using CM/ECF)*

Appeal of Mag Decision to District Court  
Appellants Brief  
Appellants Reply Brief  
Appellees Brief  
Transcript Designation and Ordering Form

## **Other Documents**

Affidavit  
Amended Document (NOT Motion)  
Amicus Curiae Appearance  
Application  
Application for Writ  
Bill of Costs  
Consent to Magistrate Judge Disposition on Motion  
Corporate Disclosure Statement  
Declaration  
Errata  
Financial Affidavit  
Financial Affidavit - CJA 23  
Initial Disclosure

Interpleader  
 Jury Demand  
 Notice of Intent to Request Redaction  
 Objections to Answer to Writ  
 Pretrial Conference Statement  
 Pretrial Memorandum  
 Receivers Financial Report  
 Redacted Document  
 Redaction Request - Transcript  
 Report of Planning Meeting  
 Request  
 Response to Order to Show Cause  
 Satisfaction of Judgment  
 Scheduling Conference Statement  
 Settlement Agreement  
 Status Report  
 Stipulation  
 Submission of Proposed Order  
 Suggestion of Death  
 Supplement  
 Transcript Request  
 Waiver of Jury Demand

## **Motions and Related Filings**

### **Motions**

Alter Judgment  
 Amend/Correct  
 Appeal In Forma Pauperis  
 Appoint Counsel  
 Appoint Custodian  
 Appoint Guardian/Attorney ad Litem  
 Appoint Receiver  
 Approve Consent Judgment  
 Attorney Fees  
 Bifurcate  
 Bond  
 Certificate of Appealability  
 Certify Class  
 Change Venue  
 Compel  
 Consolidate Cases  
 Continue  
 Declaration of Mistrial  
 Declaratory Judgment  
 Default Judgment  
 Deposit Funds  
 Directed Verdict  
 Disbursement of Funds  
 Disclosure  
 Discovery  
 Dismiss  
 Dismiss Case as Frivolous  
 Dismiss/Lack of Jurisdiction  
 Dismiss/Lack of Prosecution

Disqualify Counsel  
 Disqualify Judge  
 Disqualify Juror  
 Enforce IRS Summons  
 Enforce Judgment  
 Entry of Default  
 Expedite  
 Extension of Time re Transcript  
 Extension of Time to Amend  
 Extension of Time to Complete Discovery  
 Extension of Time to File Answer  
 Extension of Time to File Document  
 Extension of Time to File Response/Reply  
 File Excess Pages  
 Forfeiture of Property  
 Hearing  
 In Limine  
 Intervene  
 Issuance of Warrant in rem  
 Joinder  
 Judgment Based on ADR Settlement  
 Judgment Debtor Exam  
 Judgment NOV  
 Judgment as a Matter of Law  
 Judgment of Forfeiture  
 Judgment on the Pleadings  
 Judgment under Rule 54(b)  
 Leave to Appeal  
 Leave to File Document  
 Miscellaneous Relief  
 More Definite Statement  
 New Trial  
 Order of Sale  
 Partial Summary Judgment  
 Permanent Injunction  
 Preliminary Injunction  
 Pro Hac Vice  
 Proceed in Forma Pauperis  
 Produce  
 Protective Order  
 Quash  
 Reassign Case  
 Reconsideration  
 Recusal  
 Redact Transcript  
 Refund of Fees Paid Electronically  
 Release of Bond Obligation  
 Release of Funds  
 Remand  
 Remand to Agency  
 Remand to Bankruptcy Court  
 Remand to State Court  
 Reopen Case  
 Return of Property  
 Review Taxation of Costs  
 Sanctions  
 Seal Case



Seal Document  
Sealed Motion  
Service by Publication  
Set Aside  
Set Aside Default  
Set Aside Judgment  
Set Aside Verdict  
Settlement  
Sever  
Shorten Time to hear Motion  
Show Cause  
Stay  
Strike  
Substitute Attorney  
Substitute Party  
Summary Judgment  
Take Foreign Deposition  
Taxation of Costs  
Temporary Restraining Order  
Unseal Case  
Unseal Document  
Vacate  
Withdraw  
Withdraw Reference  
Withdraw as Attorney  
Writ of Mandamus

## **Response and Replies**

Additional Exhibits  
Affidavit in Opposition to Motion  
Affidavit in Support of Motion  
Concise Statement in Opposition  
Concise Statement in Opposition to Motion  
Concise Statement in Support  
Concise Statement in Support of Motion  
Concise Statement of Facts  
Joinder  
Memorandum  
Memorandum in Opposition to Motion  
Memorandum in Support of Motion  
Objection  
Objection to Bill of Costs  
Reply  
Reply to Response to Motion  
Response  
Response in Opposition to Motion  
Response in Support of Motion  
Response to Motion  
Sealed Response  
Sealed Response in Opposition  
Sealed Response in Support  
Statement  
Statement in Opposition to Motion  
Statement in Support of Motion  
Statement of Consultation

Statement of No Opposition  
Statement of No Position

## **Other Filings**

## **ADR Documents**

Objection to Report of Arbitrator/Mediator  
Request for Trial De Novo

## **Notices**

Notice (Other)  
Notice of Acceptance with Offer of Judgment  
Notice of Appearance  
Notice of Change of Address  
Notice of Dismissal  
Notice of Filing Bankruptcy  
Notice of Lis Pendens

## **Trial Documents**

Designation of Transcripts  
Exhibit  
Exhibit List  
Expert Witness Disclosure  
Non Expert Witness Disclosure  
Proposed Findings of Fact  
Proposed Jury Instructions  
Proposed Voir Dire  
Special Verdict Form  
Trial Brief  
Witness List

## **Appeal Documents**

Appeal of Mag Decision to District Court  
Appellants Brief  
Appellants Reply Brief  
Appellees Brief  
Transcript Designation and Ordering Form

## **Other Documents**

Affidavit  
Amended Document (NOT Motion)  
Amicus Curiae Appearance  
Application  
Application for Writ  
Bill of Costs  
Consent to Magistrate Judge Disposition on Motion  
Corporate Disclosure Statement  
Declaration  
Errata  
Financial Affidavit

Financial Affidavit - CJA 23  
Initial Disclosure  
Interpleader  
Jury Demand  
Notice of Intent to Request Redaction  
Objections to Answer to Writ  
Pretrial Conference Statement  
Pretrial Memorandum  
Receivers Financial Report  
Redacted Document  
Redaction Index  
Redaction Request - Transcript  
Report of Planning Meeting  
Request  
Response to Order to Show Cause  
Satisfaction of Judgment  
Scheduling Conference Statement  
Settlement Agreement  
Status Report  
Stipulation  
Submission of Proposed Order  
Suggestion of Death  
Supplement  
Transcript Request  
Waiver of Jury Demand

## **CRIMINAL EVENTS LIST**

### **Charging Instruments and Pleas**

#### **Plea-Related Documents**

Memorandum Plea Agreement

### **Motions and Related Filings**

#### **Motions**

Acquittal  
Alter Judgment  
Amend/Correct  
Appeal In Forma Pauperis  
Appear  
Appoint Counsel  
Appoint Expert  
Bifurcate  
Bill of Particulars  
Bond  
Brady Material  
Certificate of Appealability  
Change Venue  
Compel  
Consolidate Cases  
Continue  
Declaration of Mistrial  
Deferral of Prosecution  
Detain  
Directed Verdict  
Disclosure  
Discovery  
Dismiss  
Dismiss/Lack of Jurisdiction  
Dismiss/Speedy Trial  
Disqualify Counsel  
Disqualify Judge  
Disqualify Juror  
Downward Departure  
Early Termination of Probation  
Enforce IRS Summons  
Exclude  
Expedite  
Extension of Time re Transcript  
Extension of Time to File Document  
Extension of Time to File Response/Reply  
Extension of Time to Indict  
File Amicus Brief  
File Excess Pages  
Forfeiture of Property  
Handwriting Exemplars  
Hearing  
In Limine

Inspect  
 Issuance of Warrant in rem  
 Joinder  
 Judgment NOV  
 Judicial Recommendation Against Deportation  
 Leave to Appeal  
 Leave to File Document  
 Medical Exam  
 Medical Treatment  
 Miscellaneous Relief  
 Modify Conditions of Release  
 New Trial  
 Order of Competency to Stand Trial  
 Pro Hac Vice  
 Produce  
 Protective Order  
 Psychiatric Exam  
 Psychiatric Treatment  
 Quash  
 Quash Indictment/Information  
 Reconsideration  
 Recusal  
 Redact Transcript  
 Reduce Sentence  
 Reduce Sentence re Crack Cocaine Offense - 18:3582  
 Refund of Fees Paid Electronically  
 Release Bond Obligation  
 Release from Custody  
 Release of Funds  
 Remand  
 Remand to State Court  
 Return of Property/Post Trial  
 Return of Property/PreTrial  
 Return of Surety  
 Revoke  
 Sanctions  
 Seal  
 Seal Case  
 Seal Document  
 Sealed Motion  
 Separate Trial on Counts  
 Service by Publication  
 Set Aside Forfeiture  
 Set Aside Judgment  
 Set Aside Verdict  
 Sever Defendant  
 Shorten Time to hear Motion  
 Show Cause  
 Show Cause re Revocation of Probation  
 Show Cause re Revocation of Supervised Release  
 Speedy Trial  
 Strike  
 Substitute Attorney  
 Suppress  
 Take Foreign Deposition  
 Travel

Unseal Case  
 Unseal Document  
 Upward Departure  
 Vacate  
 Vacate (2255)  
 Victim Rights  
 Warrant  
 Warrant for Arrest of Property  
 Withdraw Document  
 Withdraw Plea of Guilty  
 Withdraw Plea of Nolo Contendere  
 Withdraw as Attorney  
 Writ  
 Writ of Habeas Corpus Ad prosequendum  
 Writ of Habeas Corpus Ad testificandum

## **Response & Replies**

Additional Exhibits  
 Affidavit in Opposition to Motion  
 Affidavit in Support of Motion  
 Joinder  
 Memorandum  
 Memorandum in Opposition  
 Memorandum in Support  
 Objection  
 Reply  
 Reply to Response  
 Response  
 Response in Opposition  
 Response in Support  
 Response to Motion  
 Sealed Response  
 Sealed Response in Opposition  
 Sealed Response in Support  
 Statement  
 Statement of No Opposition

## **Other Filings**

## **Discovery Documents**

Demand for Alibi Witness  
 Initial Discovery Statement  
 Notice of Alibi  
 Notice of Alibi Witness  
 Notice of Error or Defect  
 Notice of Insanity Defense  
 Notice of Insanity Witness  
 Notice of Intent to Use Evidence  
 Notice of Issue of Foreign Law  
 Notice of Public Authority Defense  
 Notice of Public Authority Opposition Witness  
 Withdrawal of Alibi

Withdrawal of Insanity Defense  
Withdrawal of Insanity Witness  
Withdrawal of Public Authority Defense

## **Service of Process**

Application for Writ of Habeas Corpus ad  
Prosequendum  
Application for Writ of Habeas Corpus ad  
Testificandum  
Certificate of Service  
Judgment Return Executed  
Return of Service on Subpoena  
Search Warrant Returned Executed  
Search Warrant Returned Unexecuted  
Summons Returned Executed  
Summons Returned Unexecuted  
Warrant Returned Executed  
Warrant Returned Unexecuted  
Writ of Habeas Corpus ad Prosequendum Executed  
Writ of Habeas Corpus ad Prosequendum  
Unexecuted  
Writ of Habeas Corpus ad Testificandum Executed  
Writ of Habeas Corpus ad Testificandum Unexecuted

## **Notices**

Deferral of Prosecution  
Nolle Prosequi  
Notice (Other)  
Notice of Attorney Appearance - Defendant  
Notice of Attorney Appearance - USA  
Notice of Compliance with CRIMLR 16.1  
Notice of Intent to Seek Death Penalty  
Notice to Resume Prosecution

## **Trial Documents**

Designation of Transcripts  
Exhibit List  
Exhibits  
Proposed Jury Instructions  
Proposed Voir Dire  
Request for Special Findings of Fact  
Trial Brief  
Witness List

## **Appeal Documents**

Appeal of Mag Judge Decision to District Court -  
Criminal Case  
Appeal of Mag Judge Decision to District Court -  
Criminal Misd  
Defendant Brief

Defendant Reply Brief  
Designation of Record on Appeal  
Government Brief  
Government Reply Brief  
Notice of Appeal - Conditions of Release  
Notice of Appeal - Interlocutory  
Notice of Docketing Appeal from Magistrate Judge  
Decision  
Subsequent Notice of Appeal - Final Judgment  
Transcript Designation and Ordering Form

## **Other Documents**

Affidavit  
Affidavit - Rule 40  
Amicus Curiae Appearance  
Answer to Writ of Garnishment  
Application  
CJA Compensation Claim  
Consent to Inspection of PSI  
Consent to Magistrate Judge Disposition on Motion  
Consent to Trial Before US Magistrate Judge  
Corporate Disclosure Statement  
Declaration  
Errata  
Financial Affidavit - CJA 23  
Information to Establish Prior Conviction  
Notice of Intent to Request Redaction  
Objection to Findings and Recommendations  
Objection to Presentence Investigation Report  
Original Signature  
Pretrial Memorandum  
Redacted Document  
Redaction Index  
Redaction Request - Transcript  
Refusal of Magistrate Judge Jurisdiction  
Request  
Request to Modify Terms of Supervised Release  
Response to Order to Show Cause  
Satisfaction of Judgment  
Sealed Document  
Sentencing Memorandum  
Sentencing Statement  
Status Report  
Stipulation  
Submission of Proposed Order  
Supplement  
Transcript Request